

RULES

STANDING ORDERS

1. NAME

The name of the Association is:

THE LEWES CHAMBER OF COMMERCE

It is hereafter referred to as "the Chamber".

2. OBJECTS

The Objects for which the Chamber is established are:-

- a) For the association of Traders, Merchants, Manufacturers, Professionals and others, to consider and promote all such lawful schemes, measures and plans, as may be calculated to further, improve and secure the trading and commercial interests of the Town of Lewes and its neighbourhood.
- b) To collect, collate and circulate statistical and other information relating to the trade, commerce and manufactures, for members, as will assist them in their commercial and professional pursuits, and to print, publish and distribute circulars, bulletins, journals and such other papers as may be necessary to disseminate such information
- c) To advance and promote commercial and technical education
- d) To support at all times fair principles of trading
- e) To foster and create a spirit of goodwill, friendship and unity, by meetings, discussions, lectures, debates, conferences and other functions to provide facilities for social intercourse on a friendly basis.
- f) To do all such lawful things as are incidental or conducive to the attainment of the above Objects.

3. NATIONAL CHAMBER OF TRADE

The Chamber shall be affiliated to the National Chamber of Trade, and shall become a component unit of the appropriate Area Council of that Chamber.

4. MEMBERSHIP

- a) Membership of the Chamber shall be open to all eligible persons, companies and firms, upon being duly proposed and seconded by existing members, and receiving the votes of a majority of those present at a General Meeting or a Committee Meeting. Application for membership shall be on a prescribed form.
- b) The Committee shall have power to refuse an application for membership without assigning a reason.
- c) Any member who shall do any act or whose conduct in the opinion of a majority of the Committee is of injury or discredit to the Chamber may be expelled from the Chamber. Such member shall be allowed to appeal against his expulsion to a special meeting of the Chamber.

5. SUBSCRIPTIONS

The annual subscription of members shall become due and payable on the first of January in each year. The amount to be subscribed shall be as determined from time to time by the Chamber at a General Meeting.

Such determination shall normally be made at the Annual General Meeting.

6. MEMBERS' VOTING POWERS

- a) Members who are Firms, Companies or other Associations shall appoint representatives to attend and vote at meetings of the Chamber.
- b) No member shall be entitled to vote at any meeting of the Chamber if their subscription is more than six months in arrears.
- c) Each member of the Chamber shall have only one vote which may be exercised by a show of hands, but it shall be competent for members, before such a vote is taken, to require that it shall be taken by ballot. When a ballot is taken, two persons shall be appointed by the meeting as scrutineers, who shall count the number of votes and report the result in writing to the Chair, who shall declare the result of the ballot to the meeting. In the case of equality of votes, the Chair shall have a casting vote.

7. OFFICERS, EXECUTIVE AND MEETINGS

- a) The Officers of the Chamber shall consist of a President, Vice-President, an Immediate Past President, an Honorary Treasurer and an Honorary Solicitor.
- b) The Management of the Chamber (except as otherwise provided in these Rules) shall be under the control of an Executive Committee (herein called "the Committee"), which shall consist of the Officers and not more than nine other members of the Chamber.
- c) The Committee shall have power to appoint a Secretary for the due conduct of the business of the Chamber, at such salary as they may from time to time deem sufficient for the amount of work to be carried out.

The Committee may also appoint such Standing Committees (as sub-Committees), to have only such authority to commit the Chamber, as the Committee shall authorise.
- d) The Officers and one-third of the Committee shall be elected at the Annual General Meeting.
- e) The Committee shall be elected for three years, in such a way that one-third of their number shall retire annually. Retiring members shall be eligible for re-election.
- f) All nominations for Officers and Committee shall be made in writing with the prior consent of the nominees, and sent to the Secretary not later than fourteen days before an Annual General Meeting.
- g) In the event of any member of the Executive Committee failing to attend three consecutive meetings without satisfactory reason being given, the Committee shall have power to declare that person's seat as vacant.
- h) In the event of a vacancy occurring in the Officers or Committee during the year, it shall, if necessary, be filled by the Committee.
- i) The Honorary Treasurer shall keep an account of all monies received and paid by them for and on behalf of the Chamber and shall pay all accounts approved by the Committee.
- j) The Secretary shall keep a minuted record of the proceedings of the Chamber in a Minute Book to be kept for that purpose and they shall also keep a correct roll of members. The records of the Chamber shall be open for inspection by members at reasonable hours.
- k) The Annual General Meeting shall be held before the end of May each year. The Committee shall provide a report of the working of the Chamber during the past year, which may be in writing to reach members before the day of the meeting, or may be presented verbally at the meeting. In the latter case, a summary shall be circulated to members as soon as possible after the meeting. A Quorum will be at least ten members or ten percent of the membership – whichever is largest of the membership eligible to attend. If a quorum is not met, the meeting will be deferred

for six weeks. All existing positions will be extended for this period. If a quorum is not met for a second time, the Treasurer will look to the dissolution of the Chamber (see point 10).

- l) The Committee may convene such General Meetings of members as it deems necessary. In addition, ordinary meetings and social occasions may be organised on members' behalf.
- m) Members shall receive not less than fourteen days' notice of any General Meeting.
- n) In the absence of the President and Vice-Presidents from any meeting, the members present at the meeting shall elect a Chair to preside at that meeting.
- o) The Committee may invite persons to accept appointment as Honorary Vice-Presidents in recognition of conspicuous services rendered by them to the Chamber or to the Community. Such appointments shall be subject to yearly confirmation at the Annual General Meeting, but shall not carry any voting rights.

8. NOTICES OF MOTION

Every fully paid-up member of the Chamber has the right to submit, not less than ten days prior to a meeting, a Notice of Motion in writing to the Secretary, and such Motion shall be placed on the Agenda for the next meeting.

9. AMENDMENT OF RULES

No alteration shall be made in these rules except by a resolution duly passed by two-thirds of the members present and voting at a General Meeting.

Fourteen days' notice in writing of any proposed alteration shall be given to all members.

10. DISSOLUTION

A resolution to dissolve the Chamber for which due notice has been given, taken at a General Meeting by not less than four-fifths of the members present and voting, shall be implemented as follows:

The Honorary Treasurer shall thereupon realise all the assets of the Chamber and settle all liabilities, and produce a closing account, to be presented at a General Meeting called for the purpose.

Any surplus remaining shall be distributed equally to all paid-up members. Upon completion in this manner, the Chamber shall stand dissolved.

STANDING ORDERS

1. The order of business for General Meetings other than the Annual General Meeting, shall be as specified in the Agenda.
2. No business shall be transacted at a General Meeting unless it appears on the Agenda. Matters not appearing on the Agenda may be discussed at the discretion of the Chair of the meeting, but such discussion shall not commit the Chamber.
3. No resolution shall be discussed at a meeting until it has been moved and seconded.
4. A member shall not speak more than once on each resolution or amendment. The mover of a resolution may, without introducing new matter, reply, closing a discussion.
5. A second amendment to a resolution cannot be moved until the first amendment has been disposed of. If the first amendment is not carried, a second amendment may be proposed to the original resolution.

6. To close a discussion a member may move “that the question now be put” and if seconded, this motion shall be voted on forthwith.
7. To close a discussion and/or prevent a decision upon a resolution or amendment, a member may move that “next business be taken” and if seconded this motion shall be voted on forthwith. If the resolution is carried, the matter under discussion lies on the table.
8. No resolution to rescind a Minute may be moved unless a Notice of Motion has been given at a previous meeting.
9. A Motion of which Notice has been given shall not be proceeded with in the absence of the member responsible, unless he or she has authorised, in writing, another member to move it, or unless in the opinion of the meeting the resolution is deemed important.
10. Any breach of the Rules or Standing Orders may be raised by a member rising to a “Point of Order”. The Chair’s ruling shall be final unless challenged, whereupon the Chair shall put their ruling to the meeting forthwith.

LEWES CHAMBER OF COMMERCE

OCTOBER 2020